King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.009, KCCF Secured Parking – 4A/4B	Approved By:	Director Allen Nance
	Effective Date:	December 05, 2024
	Reviewed By:	PRC, M&S Sergeant
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Purpose
To set forth methods and guidelines governing parking at the King County Correctional Facility (KCCF).

Policy
King County Code 3.32 requires parking leaseholders to pay for parking at the KCCF, unless otherwise provided for in a CBA. The Department of Adult and Juvenile Detention (DAJD) is responsible for assigning the parking spaces in this facility. Violators of the ordinance or this policy may be subject to disciplinary action.

References
King County Code: Title 3 Personnel (3.32)
DAJD Form: Officer's Report (F-627)
Applicable Collective Bargaining Agreements

Definitions
Department Vehicles: Vehicles leased or operated by DAJD.
Private Vehicles: Vehicles operated by individuals who lease a parking space or are authorized to park on site. Vehicles must be registered with the Maintenance and Supply (M&S) Sergeant to be authorized to park in the KCCF secured parking garage.
Agency Pay Parking: A vehicle parking space, which is paid for by King County, per collective bargaining agreements.
Leaseholder Parking: A vehicle parking space which is leased by an employee and the fee paid through payroll deduction. Leaseholder Parking receives priority above Agency Pay Parking.

A. General Guidelines
1. The Director or designee is responsible for designating and assigning the number of parking spaces in the secured KCCF 4A/4B parking area, that are to be used for department and private vehicles.
2. The Maintenance & Supply (M&S) Sergeant is responsible for assigning a parking space to a staff member and forwarding the information to the Facility Maintenance Division (FMD).

3. FMD is responsible for contacting the staff member to complete the leasing paperwork and arrange payroll deduction, if applicable.
4. DAJD will maintain complete control of ingress and egress to the KCCF secured 4A/4B parking area.
5. Parking spaces are offered to staff for monthly lease with the fee paid through payroll deduction, unless otherwise provided for in a CBA.
6. Non-leased parking spaces may be offered to staff based on county and department length of service.
7. The following positions are entitled to parking spaces: Director, Deputy Director, Facility Commander, Major, and any others as designated by the Director (or designee) or collective bargaining agreements. Parking assignments will comply with King County Ordinance and county policy in allocating parking spaces.
8. Leaseholders will be given priority, to the extent practicable. A tie on the list for Agency Pay parking will be broken first by seniority within DAJD and then by seniority within the county.
9. Leasing and space sharing guidelines:
   a) Only one staff member may be assigned to a space per shift unless an exemption is granted by the Director. Only one vehicle is authorized to park in the garage at any one time (double-parking on the wall or in other spaces is not allowed).
   b) Payment for leaseholder parking can only be made through payroll deduction.
   c) Space sharing can only be approved by the M&S Sergeant and the needs of the Department.
   d) The primary leaseholder has an option of not sharing the space.

B. Violations

1. Unauthorized vehicles may be towed at the owner's expense.
2. The M&S Sergeant is responsible for monitoring compliance with this policy and shall institute procedures for tracking and reporting violations.

C. Parking Leaseholder shall:

1. Ensure all authorized vehicles are recorded with M&S.
2. Prohibit unauthorized parking in their leased space.
3. Prohibit any sub-leasing without authorization.
4. Reasonably maintain the leased parking space.
5. Not use the parking space for the storage of vehicles, trailers, containers, etc.
6. Refrain from parking in any established fire lane, on the wall or other non-assigned parking spaces.
7. Contact M&S or the shift commander to advise if an unauthorized vehicle is parked in his or her space.

D. Maintenance and Supply shall:

1. Assign a parking space to a staff member and forward the information to Facility Maintenance Division (FMD).
2. Maintain all records of authorized persons and vehicles assigned to park in the garage.
3. Provide updated parking lists to the shift commanders' office annually.
4. Contact employees in seniority order to offer the option of leasing or being assigned a parking space, when available.

5. Endeavor to keep all parking spaces leased and/or assigned at all times.
6. Coordinate payroll deduction for the leaseholder(s) with the Department of Executive Services, Facilities Management Division (FMD).
7. Provide a garage door opener to the leaseholder(s) that allows the leaseholder(s) to open the garage door without exiting his or her vehicle(s).
8. Establish communications with FMD and act as a liaison between DAJD and FMD.
9. Determine if towing due to unauthorized parking is required and, if so:
   a) Obtain the name of the registered owner of the vehicle to be towed,
   b) Take a picture of the vehicle that is to be towed.
   c) Attempt to locate the owner and advise him or her to remove their vehicle from the space within fifteen minutes or it will be towed.
   d) If the vehicle is not removed, contact FMD via phone, at (206) 296-0635 to request the vehicle be towed. Advise that the vehicle owner has been contacted, warned to move their vehicle and the time the warning was given.
   e) Submit an Officer's Report to the Facility Commander stating the violator's name and the location, time, and date of the violation.
   f) Issue work orders for maintenance and repairs.
   g) Contact the FMD Work Order Desk for repairs or modifications.
   h) Contact an FMD supervisor via the Work Order Desk at (206) 296-0641 to effect cleaning of parking areas.

E. The **Shift Commander** shall:

1. Assume the duties of reporting a vehicle requiring impounding as outlined in Section D (9) during non-business hours or whenever the M&S Sergeant is not available.
2. Submit an Officer's Report to the Facility Commander stating the violator's name and the location, date, and time of the violation.
3. Forward a copy of the report to the Division Major for review for possible disciplinary action.

F. **FMD** is responsible for responding to DAJD's request to have a vehicle impounded by:

1. Contacting a local towing agency to have the vehicle impounded.
2. Canceling the request for towing if the vehicle is moved before the towing agency arrives.
3. Maintaining posted impound signs inside and outside parking areas.